

**CITY OF ELKHORN**  
**Human Resources**  
**First Floor Conference Room, 9 S. Broad Street, Elkhorn, Wisconsin**  
**August 22, 2013**

Chairman Brian Olson called the Human Resources Committee meeting to order at 4:04 p.m. followed by Roll Call.

**ROLL CALL**

Present: Aldermen Brian Olson, Gary Payson, Sr.

Also present: City Administrator Sam Tapson, Fire Chief Rod Smith, Finance Director Mary Hinske, Electric Utility Director John Murphy, Police Chief Joel Christensen, Library Director Lisa Selje, and Deputy Clerk Corrie Daly

**MANAGEMENT/SUPERVISORY POSITION DESCRIPTIONS**

Administrator Tapson provided an integrated wage/salary schedule for non-protective service employees, position descriptions for management/supervisors, MML position descriptions, and results of a 2012 market survey from communities in the area. The Public Works Director and Electric Utility Director positions will have to be changed once the Electric and Water Departments merge. Administrator Tapson will rework some of the numbers on the wage/salary schedule to show entry level at the 65<sup>th</sup> percentile. A merit based and step grade system will also be reviewed.

**MATHESON MEMORIAL LIBRARY POSITION DESCRIPTIONS**

Salary structure for the Library positions was discussed. Library Director Selje said the library board would like to follow the same schedule that is being reviewed for the Management/Supervisory employees. Administrator Tapson and Library Director Selje will meet to review wages for budgeting purposes.

**ADJOURN**

Motion (Payson/Olson) to adjourn at 4:56 p.m.

Corrie Daly  
Deputy Clerk